

**TOWN OF MILTON
CANNERY VILLAGE SIGNAGE PROJECT
(RFP 2013-01) DUE APRIL 10, 2013**

Submittal by: _____ (company)

Represented by: _____

Address: _____

City, State, Zip: _____

Phone/fax: _____

Email: _____

Proposal Evaluation Criteria

Responses will be rated in a qualitative manner. The quoted cost will be evaluated independent of the qualitative evaluation.

Pricing

Signage Series	Price Per/each	Series Total
Series #1 - Hotel Signage		
Series #2 – Garage Signage		
Series #3 – Un-addressed Lanes		
Total		

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EVALUATION

Requirement	Contributing Factors To Grade	Evaluator's Findings Point Value and Notes
1) The proposal must be provided in duplicate and in hard copy form before 4:30 pm on April 10, 2013.	Disqualifying factor, only	Qualified/Disqualified (circle one)
2) The proposal must provide pricing that is inclusive of fabrication, delivery and installation of signs – with a per/each price and a total for the series.	Disqualifying factor, only	Qualified/Disqualified (circle one)
3) The proposal includes a narrative description or contract that further details the descriptive elements of the signs, including compliance with relevant sections of Chapter 73 of the Sussex County Code.	a) Description provided within quote, meets County Code standards but Code is not specifically referenced (1-2 pts. awarded, depending upon description quality); b) A supplemental agreement with narrative reference to County Code is provided (up to 3 additional pts. awarded, depending upon quality of language in agreement.)	(5 pts. Maximum)
4) The proposal includes a narrative description and guaranty of workmanship and product quality.	a) Description provided within quote or agreement includes post depth, materials of construction for each component, and warranty/replacement policy. (1-3 pts.)	(3 pts. Maximum)

EVALUATION

Requirement	Contributing Factors To Grade	Evaluator's Findings Point Value and Notes
5) The proposal includes three project descriptions and references that are similar in scope, located on the Delmarva Peninsula, and have been completed in the last five years.	a) 1 pt. awarded for each qualifying project described in the proposal. (0-3 pts.) b) Quality/type of project and representation in proposal exceeds minimum expectations (additional 2 pts. Possible)	(5 pts. Maximum)
6) The proposal is accompanied by three years of audited financial statements and a current commercial credit report.	a) Statements only, and not from and independent auditor (1 pt.) b) Statements audited (1 pt.) c) Credit report incl. (1 pt.) d) Financial position acceptable, or exceptional (up to 2 addt'l pts.)	(5 pts. Maximum)
7) The proposal includes a description of re-order capabilities – which may reference inventory, lead time, set-up costs, etc.	a) Capable of meeting re-order needs (1 pt.) b) Exceeds expectations for re-order needs (1 addt'l pt.)	(2 pts. Maximum)
8) The vendor and proposal demonstrates a high degree of interest and attention to detail.	a) Attendance at pre-bid meeting (2 pts.) b) Proposal includes evidence of business license, insurance, professional assoc. affiliation, etc (1 pt.)	(3 pts. Maximum)
TOTAL SCORE		